



National Archives and Records Administration

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USER NOTE

System and/or File Title: Defense Contract Action Data System, FY 2003

I. Agency Documentation.

List of Agency Documentation.

The following table identifies the specific agency documentation for the FY 2002 data file.

Description	Documentation Item	Folder
Agency Record Layout	FY 2003 (DCADS Master File)	2
Individual Contracts	DD Form 350, Oct 2002	3
Monthly Summary	DD Form 1057, Oct 2001	4
Procurement Coding Manual	MN02, Copy not dated	7-17
Procurement Contracting Offices	Copy not dated	5
Departments Code List	No Title, Copy not dated	6
States Code List	FIPS PUB 5-2	18
Countries Code List	FIPS PUB 10-4	Not in documentation
Cities Code List	FIPS PUB 55	Not in documentation

Discrepancies within the Agency Record Layout.

POFKEY: Discrepancies within the agency record layout, FY 2003 (DCADS Master File) were found in the field POFKEY, Contract Office Code. The starting position is indicated as record position 11, which is identical to the last record position in the previous field SOTDSFC, Reporting Department FIPS 95 Code. The starting position for POFKEY should be record position 12.

IDCUSE: Discrepancies within the agency record layout, FY 2003 (DCADS Master File) were found in the field IDCUSE, IDC (Indefinite-Delivery) Use. The starting position is indicated as record position 424, which is identical to the record position of the previous field FAIROPP, Multiple Award Fair Opportunity. The starting position for IDCUSE should be record position 425.

II. Data.

Data Discrepancies. Minor discrepancies between the data and documentation were discovered during the data verification process. The discrepancies are characters within the data that were not within the expected values listed in the documentation. The explanations of the differences are listed by Data Field Name and are described below.

ACTIONS_ZONE: The alphabetic / character values in Record Position 292 are for a zone decimal. The following are the codes for the zone decimal values.

Code	Numeric Value	Code	Numeric Value
0	+0	p	-0
1	+1	q	-1
2	+2	r	-2
3	+3	s	-3
4	+4	t	-4
5	+5	u	-5
6	+6	v	-6
7	+7	w	-7
8	+8	x	-8
9	+9	y	-9

DOLLARS_ZONE: The alphabetic / character values in Record Position 303 are for a zone decimal. The codes in ACTIONS_ZONE above are for the zone decimal values.

PERFCNT: The DD350 lists a one-position alphabetic value of Y or N in Record Position 94. A single record has the value E.

SYSKEY: The DD350 lists a four-position alpha-numeric value for Record Positions 378-381. The Procurement Coding Manual (MN92), Section II Program and System or Equipment Codes (Item B12C) indicates that this is a three character code. The first position appears to correspond to the Reporting Department Code, with values of 1-5. A single record has the value A in this position. The second position identifies the major category of equipment with alphabetic values A-H, or S. Some of the records contain the values of 0, I, V, and Z in this position.

VETBUS: The DD350 lists a one-position alphabetic value in Record Position 462. The DD1057 lists the coded values as A or B. Two records have the value C.

Individual Contract and Monthly Summary Data. The DCADS FY 2003 file contains both individual contract action data and monthly summary data. The DD350 was used as the input for the individual contract action data. The DD1057 was used as the input of the monthly summary data. The records containing monthly summary data are identified by those records having 13 zeros in column IDKEY in record positions 57 – 69. The table below and Comments portion of the AERIC Record Layout Report (Folder 16) indicates which of the columns contain DD350 data, DD1057 data, or both. The DCADS FY 2003 data file contains up to 14,014 monthly summary records based upon the number of zeros found in the IDKEY column the AERIC Summary Results of Code List Verification report.

Column Name	Record Position	Description	DD 350 Item #	DD 1057 Item #
RPTNO	2-7	DD350 Report number/DD1057 Line Number	A2	B1 : G1C

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Column Name	Record Position	Description	DD 350 Item #	DD 1057 Item #
SOTDSFC	8-11	Reporting Department FIPS 95 code	A3A	A3A
POFKEY	11-17	Contracting Office Code (Dept., c.o.)	A3B	A3B
POFNM	18-49	Contracting Office Name	A4	A2A
IDKEY	57-69	DEPT(1n), C.O.(6an), RPTNO(6an) IDKEY="00000000000000" for DD1057 data		
MTHKEY	70-75	Month Key (CCFYMM) Oct = 01, etc.		A1
CNTNUM	76-90	Contract Number	B1A	
ORGCNT	91	Origin of Contract (A, B, C)	B1B	
BUNCNT	92	Bundled Contract (Y,N)	B1C	
BUNCNT_EXCEP	93	Bundled Contract Exception	B1D	
PERFCNT	94	Performance-Based Service Contract (Y,N)	B1E	
MODNO	95-113	Mod, Order or Other ID Number	B2	
ACTDATE	114-121	Date of Action (YYYYMMDD)	B3	
DLVDATE	122-129	Completion Date (YYYYMMDD)	B4	
ESTKEY	130-138	Establishment DUNS	B5A	
ESTNM	139-168	Establishment Name	B5D	
GOVT	187	Government Agency (Y,N)	B5B	
ESTTIN	193-201	Establishment Taxpayer ID Number	B5F	
PNTTIN	202-210	Parent Taxpayer ID Number	B5G	
LPLAKEY	211-217	Location Code	B6A	
LSCWKEY	218-219	State/Country/Water Area Code	B6B	
LSCWNM	220-229	State/County Name	B6C	
LPARTNM	237-256	Location Name	B6C	
ACTIONS	284-292	Number of Actions	E5	B1 : G1C
DOLLARS	293-303	Total Dollars (Whole Dollars)	B8	B1 : G1C
FMS	304	Foreign Military Sale (Y,N)	B9	B2A
MULTYR	305	Multi-Year Contract (Y,N)	B10	
MYCTRCT	306-320	Total Multi-Year Value (Whole Dollars)	B11	
FSCKEY	321-324	FSC or Service Code	B12A	
FSCNM	325-374	FSC or Service Description	B12E	
DCPKEY	375-377	DoD Claimant Program Code	B12B	
SYSKEY	378-381	System or Equipment Code	B12C	
NAICSKEY	412-417	North American Industry Classification System Code	B12D	
EPA	418	EPA-Designated Product(s)	B12F	
RECOVMAT	419	Recovered Material Clauses	B12G	
ORDERCNTNUM	420	Contract/Order (1,3,4,5,6,8,9)	B13A	
TYPEIDC	421	Type of IDC Award (A,B,C)	B13B	
MSIDC	422	Multiple/Single Award IDC (M,S)	B13C	
MODCODE	423	Modification (A-H,J)	B13D	
FAIROPP	424	Multiple Use Fair Opportunity	B13E	
IDCUSE	425	IDC Use	B13F	
IDCEND	426-433	IDC End Date (ccyymmdd)	B13G	

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Column Name	Record Position	Description	DD 350 Item #	DD 1057 Item #
CICAPPL	435	CICA Applicability (A,B,C,D)	B14	
ITPROD	436	IT Products or Services	B15	
CCACT	437	Clinger-Cohen Act Planning Compliance	B16	
SYNOP	438	Synopsis (A,B,N)	C1	
NOTSYNOP	439	Reason not Synopsized (A,B,Z)	C2	
EXTCMP	440	Extent Competed (A,B,C,D)	C3	
SHIPUS	441	Sea Transportation (Y,N,U)	C4	
TYPECNT	443	Type of Contract (A,J-L,R-V,Y,Z)	C5	
OFFSOLIC	444	Offers Solicited (" ",1,2)	C6	
NUMOFFRECVD	445-447	Specific Number of Offers Received (001-999)	C7	
SOLICPROC	448	Solicitation Procedure (A-G,K,N)	C8	
AUTHNOCMP	449-450	Authority for Other than Full & Open Competition	C9	
STATREQ	451	Subject to Labor Standards Statutes (A,C,D,Z)	C10	
CCP	452	Certificate of Current Cost or Pricing Data (Y,N,W)	C11	
CTRCTFIN	453	Contract Financing (A,C-F,Z)	C12	
IMPORT	454	Import or Foreign Product Code	C13A	
FORPROD	455-456	Country Code	C13B	
COMMERCIAL	457	Commercial Items (Y,N)	C14	
TYPEBUS	458	Type of Business (A-D,F,L,M,T-V,Z)	D1A	
WMNBUS	459	Women-Owned Business (Y,N,U)	D1B	
HUBZREP	460	Hub Zone Representation (Y,N)	D1C	
ETHNIC	461	Ethnic Group (A-F,Z)	D1D	
VETBUS	462	Veteran Owned Small Business	D1E	
NOTSDBUS	463	Reason not Awarded to Small Disadvantaged Business (A-D,Z)	D2	
NOTSML	464	Reason not Awarded to Small Business (A-D,Z)	D3	
TYPESET	465	Type of Set-Aside (A-H,J-L)	D4A	
TYPEPREF	466	Type of Preference (A-E)	D4B	
PREMIUM	467-469	Premium Percent	D4C	
SBIR	470	Small Business Innovation Research Program (A-D)	D7	
SUBPLAN	471	Subcontracting Plan for SB, SDB, or HBCU/MI (A-D)	D8	
DEMO	472	Demonstration Test Program (Y,N)	D9	
SIZESTD	473	Size of Small Business (A-G,M,N,P,R-U)	D10	
EMGSML	474	Emerging Small Business (Y,N)	D11	
CONTIG	475	Contingency Operation	E1	
CASC	476	Cost Accounting Standards Clause	E2	
NONDODFIPS95	477-480	Non-DoD Requesting Agency Code	E3	

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Column Name	Record Position	Description	DD 350 Item #	DD 1057 Item #
PURCH_CARD	487	GPC used as payment (Y, N)	E6	

III. AERIC Verification.

The Archival Electronics Records Inspection and Control (AERIC) system verification reports (Folder 30) contain the results for a code (DCADS_LAYOUT_90_95_LSA) on pages 3 and 9 which are not a part of the FY 2003 agency documentation. This is an anomaly of the AERIC system and is a result of the means in which the AERIC Record Layout for DCADS FY 2003 was created. The results for the DCADS_LAYOUT_90_95_LSA code list have been crossed out in the AERIC verification reports and should be disregarded.